



Example of Capital Markets Operations Job Description

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Our company is growing rapidly and is looking to fill the role of capital markets operations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for capital markets operations

- Verify the accuracy of the processing of Futures trades, daily cash margin payments/receipts
- Coordinate with other operations and technology departments to facilitate the onboarding of new clients
- Maintain/Update operational procedures related to Client Services functions on an ongoing basis
- Assist the Institutional Sales desk in client presentations as it pertains to operations functions
- Develop an in-depth understanding of the margin and fee requirements surrounding futures and options products along with the systems used to manage the margin and fees process.(Including a full understanding of Montreal Exchange and Winnipeg ICE fee and incentive programs)
- Ensure that daily, monthly and quarterly procedures, as detailed in the group's repository and Standing Orders, are strictly observed
- Manages infrastructure and risk interactions ensuring progress on key initiatives
- Drives environment & risk initiatives such as capacity management, provisioning, security
- Translates technology risk initiatives into clear action plans
- Oversees the organization and cataloguing of supported application infrastructure

- Monetary Transactions
- 5-7 years experience in financial operations
- Proficiency with Excel and other Microsoft Office tools
- Work experience in Finance/Operations or commercial mortgages
- Ensure correct internal approvals are obtained prior to relevant documentation being signed
- Ensure that Credit and Operations systems are accurate at all times